

DIETICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional position involving responsibility for planning, directing and overseeing the dietary and/or food service program in a Health Care Facility and other departments within the County of Sullivan. This position involves the assessment of nutritional needs of residents/registrants/inmates, planning for the provision of foods and drink appropriate for an individual resident/registrant's/inmates physical and medical needs and providing nutrition education and counseling to adequately meet individual's regular and therapeutic needs. Work is performed under general direction of the facility administrator with leeway allowed for the exercise of independent professional judgment. Supervision is exercised over the Dietetic Service Supervisor and subordinate food service personnel assigned to the dietary department.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Conforms with New York State Department of Health Regulations;

Oversees the sites and supervision of employees engaged in the preparation and delivery of meals for Residents /registrants/inmates ensuring that food is prepared and served by methods that retain nutrients and inhibit growth of micro-organisms;

Oversees the purchasing and care/maintenance of all food as well as necessary equipment used in food preparation and service;

Assesses nutritional needs of residents/registrants by comparing dietary intake against standards for nutrition of normal individuals;

Assesses and provides for the nutrient need of residents/registrants/inmates as affected by medical regimens, drug therapy, physical limitations, etc.;

Plans, reviews and revises menus for residents/registrants/inmates, including nutrient analysis based on current recommended dietary allowance of the Food and Nutrition Board of the National Academy of Science, National Research Council and communicates dietary changes to kitchen staff;

Participates in Comprehensive Care Plan Meetings, Continuous Quality Improvement Programs and attends various other meetings to confer on resident/registrant needs;

Prepares a variety of records and reports related to dietary activities as well as cost and production issues;

Directs in-service training programs for food service personnel, medical staff and other personnel;

Consults with physicians, nurses or hospital dietitians regarding individual's nutritional care;

Remains abreast of new developments in nutritional field and maintains an up-to-date manual of therapeutic diets;

Works with facility personnel to ensure that assistance is afforded to individuals who require assistance with eating.

Development of nutrition information and education programs including nutrition counseling

Participates in case management and participant team reviews

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of the principles and practices of nutritional and diet therapy; thorough knowledge of the relationship of nutrient intake to health and restorative or rehabilitative treatment; thorough knowledge of how various disease states and medical regimens alter nutrient needs; thorough knowledge of the methods, materials and appliances used in large scale food preparation and service; working knowledge of food cost analysis procedures; ability to plan and

supervise the work of others; ability to organize and direct food preparation and service processes effectively, efficiently and economically; ability to maintain accurate records and prepare analytical reports in connection with dietary department activities; ability to establish and maintain effective working relationships with individuals and staff; and ability to follow oral and written directions.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Nutrition or a nutrition related field and one (1) year experience as a Dietitian; or

(B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nutrition or a nutrition related field and two (2) years' experience as a Dietitian.

SPECIAL REQUIREMENT: *Possession of a certificate issued by the State of New York as a Certified Dietitian Nutritionist in accordance with Article 157 of the New York State Education Laws. This certificate must be maintained for the duration of employment.*

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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